

PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2021-2022

PROJECT NAME: Charity Miles

LOCATION: _____

DATE: Month of October TIME: _____ to _____

CHAIRPERSON Claire Kildahl and Kaiao Nowka-Louie ADVISOR: Kari Sato

CONTACT INFO: _____ PROJECT ATTIRE: _____

PHONE NUMBER PHONE NUMBER

NOTES:

K-Family		Kiwanis Sponsor Event		Division Project		Major Emphasis		Interclub	
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CHAIRPERSON(S)' CHECKLIST: (CHAIRS RECEIVE 1 HOUR IF THESE RESPONSIBILITIES ARE MET)

- _____ Make sure that a sufficient/required number of members are signed up for the project, the day before the project.
- _____ *If more than twenty members are required to sign up for the project, use another sheet; BE ORGANIZED.
- _____ Pick up the PRF from the clipboard in Mrs. Sato's Room (Q-201)
- _____ Contact EVERY member signed-up and the ADVISOR by 8:30pm the day before the project; remind when, where, what to bring and wear; **ask for REPLY.**
- _____ Sign-in and sign-out each attendee, at the project.
- _____ Complete the rest of the PRF: total the hours for each member (to the nearest 0.25 hour), complete checklist at bottom & provide an evaluation of the project. CHECK YOUR MATH!!
- _____ Submit the PRF to the website, NO LATER THAN 1 WEEK after the project.
- _____ Be prepared to report about the project, at the following General Membership meeting.

#	MEMBER'S NAME	GR.	CONTACT #	TEXT?	E-MAIL	MILES	RAISED	HRS.
1	Maya Kaneshiro	10				4.5	\$1.00	2
2	Tiffany Wong	9				7	\$1.75	2
3	Claire Kildahl	11				45	\$11.25	2
4	Beatrice Kim-Lee	10				17	\$4.25	2
5	Matthew Labasan	12				95	\$23.75	2
6	Kymberlyn Hashimoto	12				60	\$15.00	2
7	Jayden Hashimoto	9				60	\$15.00	2
8	Elle Otani	12				62	\$15.50	2
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

FUNDS	PROJECT	HOURS	SCRAPBOOK
Raised:	Who was the project done with?	Total Members:	Pictures?
\$87.50		8	Yes x No

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Spent:		Total Hours:	Flyers, Brochures, etc?		
N/A	N/A	16		Yes	x No

PROJECT EVALUATION: What preparation was involved? What was done at the project? Was the project successful? Should we do the project again? Please feel free to add any other information. Please write on the back of this paper! ☺

During this project, members walk, run, or bike on their own time to raise money for our preferred charity, the March of Dimes. For every mile completed, members raise \$0.25 for the March of Dimes. I think that this project has been a success because we raised \$87.50 this month and members still actively participate. Overall, I think that we should continue to do this project because it encourages members to be active while also allowing them to do service and help a good cause.